

# **AGENDA**

## **Community Advisory Commission**

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**March 3, 2004**

Milpitas City Hall Committee Meeting Room

455 E. Calaveras Blvd.

7:00 p.m.

**I. Roll Call:** Joselito Abelardo, Philip Cook, Arsenio Iloreta, Chris Lee, Sudhir Mandal, Syed Mohsin, Marie Pham, Craig Ranker, and Sam Robinson  
Alternates: Danny Fang, Jenifer Lind, Nestor Luna, and Michael Queenan

**II. Seating of Alternates**

**III. Pledge of Allegiance**

**IV. Approval of Agenda**

**V. Approval of Minutes:** February 4, 2004 and February 18, 2004

**VI. Announcements**

**VII. Citizen's Forum**

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Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers are asked to supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

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**VIII. Liaison Reports**

**A. City Council Report** Councilmember Polanski

**IX. New Business**

**A. Review of Community Development Block Grant (CDBG) Program Applications for FY 2004-05.**

The Commission will conduct the annual review of the Community Development Block Grant (CDBG) proposals for FY 2004-05. The CDBG applications and staff's funding recommendations were forwarded to the Commission for their review during the week of February 16, 2004. The City received a total of 22 applications. The CAC is reviewing 19 applications in public services and 3 in non-public services. It is anticipated that the City of Milpitas CDBG Grant for FY 2004-05 will be \$711,000. As provided by federal regulations, 20% or \$142,200 of the total grant will be used for General Program Administration.

Per federal regulations, a total of 15% of the grant, \$106,650 is available for Public Services. 65% of the grant or \$462,150 is available for Non-Public Services.

A schedule of presentations is included in the Commission's agenda packets.

The CAC recommendations for CDBG funding for FY 2004-05 will be forwarded to the City Council on April 20, 2004.

**Recommendation:**

1. Hear each of the applicants
  - a. Three minutes for presentations
  - b. Two minutes for questions from the Commission
2. Open the Public Hearing
3. Close the Public Hearing
4. Discuss and recommend to the City Council the CDBG funding allocations for FY 2004-05.

**B. 2005 City Calendar theme.**

Staff is proposing four alternate 2005 City Calendar theme suggestions and is requesting that your Commission approve a theme for the 2005 City Calendar. The attached staff report explains the four alternatives.

**C. Ethics Project Survey, Steering Committee Membership and Code Preparation Workshops**

Task 1 – Background Review of the city's ethic project will be completed February 27th and involves three deliverables: a stakeholder report, a recommended plan for development of the ethics code and a draft awareness survey. Over the past four weeks and as of February 25, 2004, Dr. Shanks, the ethics consultant, conducted 24 one-on-one interviews to discover the unique strengths, weaknesses, opportunities and threats facing an ethics code effort in the city. Interviews were conducted with City Council members, senior management, the city manager and assistant city manager, the Milpitas Unified School District superintendent, the editor of the Milpitas Post, school district boards members, and former Council candidate Paul Hay; two rescheduled interviews have yet to take place. A group stakeholder interview of the Community Advisory Commission (CAC), chairs of all other city boards and commissions and the public was conducted at a February 18, 2004, special CAC meeting and attended by 27 individuals. The results of those interviews are forthcoming and will be contained within the consultant's stakeholder report for distribution at the CAC's March 3, 2004 meeting.

Based on the information from the one-on-one and group stakeholder interviews, the consultant is preparing a plan on how to move forward with development of an ethics code. The plan will include recommendations for ways to integrate the interests of all key stakeholders into the code preparation effort. For example, with the CAC continuing to lead as the forum for receiving community input, it is important that future, special CAC meetings/workshops for the purpose of code development be organized and that commitments for attendance by representatives of the various groups to whom the ethics code will apply – campaign candidates, elected and appointed officials and management staff, be arranged. In addition, there is a need to expand the representation on the ethics steering committee. Currently, one CAC member is part of the committee. It is recommended that two more members be appointed.

Under the contract scope of work and schedule, code preparation begins the third week in March, after the completion of a draft awareness survey and ends in April in order for a draft code to be

presented to the CAC at their May 5<sup>th</sup> regular meeting. With the fast pace necessary for this project, and given that the CAC's next regular meeting is not until April 7<sup>th</sup>, it is recommended that dates for the code preparation workshops be scheduled at the March 3<sup>rd</sup> meeting. Staff will have available possible dates at the March 3<sup>rd</sup> meeting, after further consultation with Dr. Shanks.

Information from the one-on-one and group stakeholder interviews was also used by Dr. Shanks to prepare the attached draft survey. The steering committee is in the process of reviewing the survey prior to Council consideration on March 2, 2004. Through consultation with Dr. Shanks, the steering committee has determined that requests to complete the on-line survey will be mailed the week ending March 6th to a random sample of Milpitas households (1,184) to ensure statistical validity. The survey questions are designed to measure the public's opinion of appropriate conduct by campaign candidates, elected and appointed officials, and City management staff. Survey responses will provide essential information necessary to proceed with the ethics code development workshops.

**Recommendation: Provide comments on the draft survey, appoint two additional CAC members to the Ethics Steering Committee and set date(s) for CAC community workshops for preparation of the ethics code.**

## **X. Old Business**

### **A. Presentation and review of proposed Zoning Code Amendments regarding the definitions of Family, Single Housekeeping Unit, Single Family Dwelling, Rooming and Boarding Houses and Kitchen and requiring public parking.**

Attached are:

- ☐ A matrix summarizing the content of a small package of zoning code amendments that staff is proposing and presented to the Planning Commission on February 25, 2004 and will be forwarding to the City Council for adoption;
- ☐ A strike-out/underline text showing the changes; and
- ☐ A chart showing proposed regulations for single-family dwellings.

The issue of the definition of the term "Family" (in light of compliance with state and federal law) relates to the work of the CAC's Neighborhood Preservation Subcommittee and may assist the Subcommittee in arriving at solutions to some of the concerns they are studying. In updating this definition, the need to re-evaluate the city's current definitions of single housekeeping unit, single family dwelling, rooming and boarding houses and kitchen become necessary to ensure the character of single family neighborhoods is not compromised.

**Recommendation:** Recommend to the Planning Commission and City Council adoption of the proposed zoning code amendments.

## **B. Subcommittee/Task Force Status Reports**

- Neighborhood Preservation (Abelardo, Lee, Mohsin, Robinson and Queenan)
- Mayor's Term Length (Iloreta, Lee, Mandal, and Pham)
- 50<sup>th</sup> Year Anniversary (Mohsin, Mandal and Lind)
- Ethics (Abelardo, Iloreta, Ranker, Luna and Robinson)
- Tree Ordinance/Heritage Tree Program (Iloreta, Lee and Cook)
- Tree Decorating Celebration (Pham, Robinson, Cook and Abelardo)

## **XI. Adjournment to April 7, 2004**

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